

KIRTLINGTON PARISH COUNCIL

Minutes of the Parish Council Meeting held in the Village Hall (Main Hall)
on 19th May 2025 at 6.30pm

Present: Cllrs Nick Fry (Chair), Claire Rose (Vice-Chair), Briony Enser, Kay Chacksfield
In Attendance: Joanne Broughton (Clerk), District Cllr Nigel Simpson, 3 members of the public

1	Election of Chair and Vice-Chair: KPC are currently rotating the Chair and Vice-Chair on a monthly basis. It was unanimously agreed to elect Cllr Fry as Chair and Cllr Rose as Vice-Chair until the next meeting.
2	Apologies for absence: The following apologies were accepted - Cllrs David Richardson, James Nicholson, Amanda Carpenter.
3	Declarations of interest: None
4	Confirmation of minutes: The minutes of the meeting on 15 th April 2025 were signed as a true record.
5	Public Participation: Members of the public were advised that they may speak for a maximum of three minutes each: <ul style="list-style-type: none">• A proposal by Barry Grinham was made for a traverse wall on half of the existing sports wall which would be at no cost to KPC. Funds will come from the Fete Committee and an apprenticeship training company (ACE) has offered to install it free of charge. Barry will send the Clerk photos of the existing wall to forward to the insurance company to check for any insurance implications. Agreed: To proceed with traverse wall providing the insurance company is content with it. Action: Clerk• An enquiry was made regarding the recent Deed of Easement for a property on South Green and whether it would have implications for other residents. Cllr Enser advised that the Deed of Easement granted by KPC does not affect the existing rights of South Green residents in any way, so they do not need one. If in future they wish to sell their house, their buyer's lender might request a Deed of Easement for their mortgage, in which case the buyer would have to pay for it.• It was noted that the grass cutting map did not include the area in front of properties on North Green and this will be amended. Action: KC• Concerns were raised that overhanging trees by the village hall car park may cause an obstruction. Christine Marsh recommended trimming the sides but not a crown lift and stated that nothing should be driven over a root protection area.
6	District and County Councillor reports: District Cllr Simpson gave a brief update with the main points being: <ul style="list-style-type: none">• Meeting taking place on Wednesday night to agree Chair and roles. Cllr Simpson is no longer a County Cllr.• CDC have now officially moved to their new offices in Castle Quay, Banbury.• Cllr Simpson has chased Highways again. Cllr Fry confirmed that Highways have visited Kirtlington and will provide KPC with a map to be marked up with KPC's preferred traffic calming options. Cllr Fry also discussed the 'A road' status of the A4095 with Highways and the response was that it is being reviewed as part of the County Plan. Traffic monitoring is taking place county-wide and Cllr Simpson will keep KPC informed once an action plan has been agreed.• Cherwell's 5 year land supply has been confirmed as 2.3 years resulting in 5,010 units required to make up the shortfall.• Cllr Simpson asked KPC about anti-social behaviour at the quarry. Cllr Chacksfield advised that a suspicious vehicle was reported to the police. The Clerk added that a resident has posted concerns on the village Facebook site regarding people lighting fires at the quarry.

	<p>The Clerk confirmed these are not the bush craft group who have permission to do so. Clerk to advise resident to report concerns on the Thames Valley Police website. Action: Clerk.</p>
7	<p>Highways (including road safety and traffic calming):</p> <p>a) Road safety/traffic calming – Covered in item 6. Cllr Fry will try to hold a Traffic Calming meeting before the next KPC meeting. Action: NF</p> <p>b) FixMyStreet – The Clerk has reported the broken signs on FixMyStreet. The damaged safety bollards are still outstanding - Clerk to chase. Action: Clerk. A response has been received from Highways regarding the unsatisfactory tarmac repairs on the corner of Bletchingdon road. They agreed that further work is necessary but there are insufficient funds in this year’s budget and they will schedule it for next year. It doesn’t need to be logged on FixMyStreet again. Clerk to respond and advise that we have made a note of this. Action: Clerk.</p> <p>c) Thames Water Complaint – The Consumer Council for Water (CCW) contacted the Clerk following the letter sent to themselves and OFWAT regarding Thames Water’s responses to KPC’s questions about Thames Water supplying mains water from Kirtlington to the Great Wolf resort. Cllr Enser spoke to CCW and they will follow this up on our behalf, including the possibility of some compensation. Action: Clerk, BE There is still no clear answer on how water pressure in Kirtlington will be affected as a result of the works.</p>
8	<p>Parish Council-owned assets and community assets:</p> <p>a) Allotments, Community Orchard, Gravel Pit Field – Cllr Enser provided an update. The Allotments Committee will have a stall at the Fete on 28th June. They have now purchased a new mower to replace the one that was stolen and security has been improved. The Allotments Committee have asked to meet with Oxford Conservation Volunteers (OCV) when they visit in July to assess the hedge between the allotments and Crowcastle Lane for laying. Clerk to contact OCV to arrange meeting. Action: Clerk.</p> <p>b) Appropriation of verges – Agreed: Clerk to send letters to two householders on South Green who have previously been written to. Action: Clerk. Cllr Richardson to speak to a resident on South Green who has reportedly been advising KPC’s contractor, Greenscape, on where to cut the grass. Action: DR. Agreed: Clerk to circulate a general leaflet to residents along Crowcastle Lane and Heyford Road up to the park turn. Clerk to also post the leaflet on the village website. Action: Clerk.</p>
9	<p>Maintenance (Parish Council and community assets): Kirtlington Conservation Area and village centre (<i>protection of public amenity and heritage, protection from vehicle erosion of public grassed areas at North and South Greens and Pound</i>).</p> <p>a) Sign cleaning – Cllr Enser now has the sign cleaning equipment and Cllrs Fry and Rose will do this. Action: NF, CR</p>
10	<p>Village Hall, Sports Field and Play Areas <u>Village Hall</u></p> <p>a) Village Hall Management Committee Liaison – Cllr Enser gave an update with the main points being:</p> <ul style="list-style-type: none"> • The Village Hall Bookings Secretary will post the registration numbers of two SORN vehicles which have been left in the car park onto the village Facebook page in an effort to trace the owners. • The Bookings Secretary vacancy is still available and has had little interest. The Honorarium may need to be increased to generate interest although this could result in an increase in hall booking fees to cover this. • The bags from the village litter pick have been collected. • Works to renovate the outside woodwork will commence soon. • The interior of the hall will be painted once quotes have been received.

b) KPC Archive – The new archive cabinet is now in the Village Hall Oak Room. Cllr Enser and the Clerk will liaise with the previous Clerk regarding moving the paperwork into the cabinet. **Action: Clerk, BE.**

Following a resident's request for Park Yoga in the village, the Clerk made enquiries and was informed there would be a £2,000 fee up front. This was not made clear initially and is therefore deemed unfeasible.

Sports Field

c) Maintenance and liaison with volunteer Groundsmen – No update.

d) Lease of Scout hut land to KPC – Cllr Chacksfield has received a new version of the lease from Knights via Wellers and hasn't considered it yet as she is still waiting to hear what Wellers will charge KPC for its part in the Scout Hut lease review. **Action: KC**

e) Storage container – The new container has now been installed.

f) Skip Hire – Agreed: To hire a skip for tree and foliage cuttings prior to contractor carrying out work in June. **Action: Clerk**

g) Traverse Wall – Discussed under item 5.

Play Areas at Sports Field and Roman Close

h) Inspection and Maintenance – New play bark has been spread at the village hall play park. The 6 bags were only sufficient for the areas directly under the equipment. **Agreed:** To purchase a further 12 bags. Clerk to make a sign for the playground asking for volunteers. **Action: Clerk.**

11 **Community Shop and Café:**

a) KPC draft underlease – Cllr Chacksfield has now received the Rent Deposit Deed and put the following questions to KPC during the meeting:

1. The wording in the underlease regarding maintenance towards any repairs only mentions the car park – does this need to mention the roads around south green as well? It was confirmed that it should include the roads around South Green.

2. When should the escrow be made available to KPC and how long should it be held for? It was agreed that it should be available 7 days prior to the commencement of any works on the ground and held by KPC for a maximum of 5 years.

3. Is KPC agreed that the purpose of the escrow is in the event of the failure of the enterprise, not for repairing the roads? This was confirmed.

4. An additional fee has been requested by Wellers for the Rent Deposit Deed and Licence which is £750 each plus vat - who should pay this? It was agreed that Cllr Chacksfield will contact Wellers to request they halve the fee or split it equally with the Community Benefit Society.

Cllr Chacksfield to advise Wellers on the above points. **Action: KC**

12 **Parish Services, Correspondence, Publicity:**

a) Annual Parish Meeting – To be held on 22nd May in the Church at 7pm.

b) Website, Facebook, Village News – The Clerk advised on the following:

- Facebook – Posts since the last meeting include the Tackley road closure, new storage container, Annual Parish Meeting, barriers at the quarry, Clerk vacancy at Bletchingdon.
- Website – Details for Annual Parish Meeting were posted.
- Village News - Planning updates, litter pick and storage container articles were submitted.

c) CCTV for Crowcastle Lane – Cllr Enser met with Safeguard on 9th May and they have provided KPC with three CCTV options which are fixing a camera to either a house, lamp post or a standard 6m pole. They will send a quote through for all three options and the Clerk will circulate. **Action: Clerk.** Cllr Chacksfield now has contact details for obtaining quotes for gates on Mill Lane and will follow this up. **Action: KC.**

d) Unauthorised mowing of Pound Green – A resident has complained that an unauthorised individual has been mowing a path across the Pound and would like this to cease and for KPC to reseed the area.

	<p>Clerk to ask the resident to take photos if someone mows it other than KPC's contractor, Mark Greenslade from Greenscape. KPC do not intend to reseed the area concerned. Action: Clerk.</p>
13	<p>Planning: (See planning report on website for full update and previous applications).</p> <p>a) Monthly parish planning application report:</p> <p>25/01054/TCA To prune back 3 trees at the property by approx. 1 metre to previous cut. Tree 1: Apple tree located in the back garden of the property. Tree 2: Cherry Tree located in the front garden of the property Tree 3: Rowan Ash located in the front garden of the property. 2 Hatch End. No objection.</p> <p>25/01062/TCA Various tree works (see accompanying schedule). Park House, Bletchingdon Road. Objection on basis of lack of information.</p> <p>25/00970/F Part two storey and single storey rear extensions (extension of permission 21/04108/F). Foxtownsend Lodge South, Heyford Road. No objection with comment.</p> <p>b) Mid-Cherwell Neighbourhood Plan (MCNP) Review Consultation – A KPC response is required on the same basis as before, with questions for each policy. The deadline is midnight Friday 23rd May 2025. Action: BE.</p> <p>c) Heyford Park proposal – Christine Marsh gave an update on the Heyford Park proposal. Dorchester Living has secured £10 million of funding for up to 8,000 houses at Heyford Park. Christine also mentioned submission of a screening opinion for the former fuel depot at Islip for 250 homes (though in Green Belt) and Middleton Park at Middleton Stoney being up for sale.</p> <p>Assets of community value – It was agreed to register The Dashwood and The Oxford Arms as assets of community value. Clerk to look into this. Action: Clerk.</p>
14	<p>Finance:</p> <p>a) Budget – The budget for 2025/26 has been circulated by the clerk to all councillors.</p> <p>b) Monthly receipts and payments - The Council approved the proposed and anticipated payments schedule.</p>
15	<p>Parish Council Responsibilities:</p> <p>a) The councillor's responsibilities for the 2025/26 year and Sub-Committee and Advisory Committee members were agreed. Clerk to circulate. Action: Clerk.</p>
16	<p>Dates for future KPC meetings:</p> <p>a) Setting the meeting dates for the 2025/26 year – Setting the meeting date for a specific day each month was agreed and the second or third Wednesday of each month was suggested. Clerk to check with councillors and confirm. Action: Clerk.</p>
17	<p>Other matters for information not elsewhere on the agenda and items for future agendas:</p> <p>Other matters:</p> <ul style="list-style-type: none"> An email was received from Bucknell Parish Council asking KPC to join a coalition of objection to the Puy du Fou development. Clerk to respond that KPC are supportive of a co-operative approach but will wait to see the application before commenting. Action: Clerk. <p>Items for future agendas - Trees overhanging car park. Ongoing - Parish Council assets maintenance review, village website review.</p>

The meeting closed at 8.30pm

Signed..... Dated.....